

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY DENTAL ACTIVITY  
Fort Huachuca, Arizona 85613-7040

DENTAC Memorandum 385-1  
No. 385-1

25 September 1998

Safety  
DENTAC HEADQUARTERS FIRE AND EVACUATION PLAN

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1. HISTORY. This is the first printing of this publication.
2. PURPOSE. This memorandum provides and/or establishes policies and procedures concerning the fire alarm system for orderly evacuation during actual fire or other emergency situations and for the conduct of practice evacuation drills.
3. SCOPE. This memorandum is applicable to all personnel assigned to and physically located in Headquarters, U.S. Army Dental Activity, Greely Hall.
4. REFERENCES. Greely Hall Fire Alarm System and Physical Security Plan.
5. RESPONSIBILITIES.
  - a. The Alternate Building Fire Marshal will be responsible for the following:
    - (1) Attend meetings to discuss fire prevention matters, receive training for identifying hazards and fire extinguisher usage, and to establish alert and evacuation procedures.
    - (2) Coordinate to ensure that fire prevention training is scheduled on a regular basis to ensure that personnel are training in local fire protection policies and procedures.
    - (3) Coordinate evacuation plans for assigned personnel and visitors.
    - (4) Coordinate and supervise fire prevention, drills, etc.
    - (5) Report any hazardous conditions to the Fire Chief or his/her representative as soon as possible.

- (6) Ensure that area is in a fire safe condition.
- (7) Check fire extinguishers monthly.
- (8) Develop written responsibilities covering fire reporting, personnel evacuation, safeguarding information, first aid.
- (9) Accompany the fire inspector during scheduled fire prevention inspections.
- (10) Ensure that fire extinguishers are not blocked, hidden, abused, or removed from their proper location, except for use on a fire or for a periodic maintenance.
- (11) Ensure that all fires occurring in their area promptly reported even though the fire has been completely extinguished.

b. Zone Marshals: The DENTAC headquarters area is divided into two zones. The zones and fire marshal for each zone are as follows:

(1) Front Area (secretary and commander's offices): Responsible person: Ms. Jeanne price.

(2) Rear Area (PSNCO, XO, and 1SG's offices): Responsible person: SFC Alvin Diaz-Cruz.

## 6. PROCEDURES FOR ACTIVATING EVACUATION PLAN.

a. The fire alarm system within Greely hall is divided into 11 separate fire zones that are independent of each other. The primary purpose of the zoning is to eliminate complete evacuation of the building, unless it is determined to be necessary either by the Fort Huachuca Fire Department, USASC Safety Director, USASC Security Director, or the USASC Command Group. DENTAC Headquarters is located in Zone 3.

b. Each zone within Greely Hall has both a pull and key station to activate the fire alarm. In the event of a fire, any individual can activate the keyless pull station. When activated, the keyless pull station will activate a silent alarm that notifies the fire dispatcher, who in turn will dispatch the Fire Department, Military Police, and other key personnel. Initially, within Greely Hall there will be no alarm or flashing strobe light in the zone when the keyless pull station is activated. Either an activated keyed station or a smoke detector has to be verified in order for the alarm system to sound and the strobe light to begin flashing. When the alarms are sounding and the strobe lights are flashing, all personnel must evacuate this zone.

c. Upon activation of any pull station, all hallway fire doors within Greely hall will automatically close. You may move throughout the building freely as long as you do not enter a zone where the fire alarms are sounding and the strobe lights are flashing.

d. Within Greely Hall there is a main fire keyed station which, when activated, will cause the entire building to be evacuated upon verification. It is located in the main lobby entrance. This station will also activate all the fire signal devices within the building. Only the Building Services Officer, Fire Department, Safety Director, or the USASC Staff Duty Officer has the ability to activate the fire keyed stations.

e. If the fire alarms are not sounding and the strobe lights are not flashing in your zone, you do not have to evacuate. An evacuation will be required in those zones when someone from the Fire Department, Military Police, Safety, Security, or the command staff directs you to evacuate.

f. Personnel must not call the Building Services Office or the SGS to inquire if Greely Hall is experiencing a fire drill or the system is being tested when the fire alarm is sounding and the strobe lights are flashing. If offices haven't been notified to disregard, everyone is required to react as if it was a real evacuation.

7. EVACUATION PROCEDURES. Fire evacuation plans are posted in the secretary's, PSNCO's, and 1SG's offices.

The proponent agency of this publication is the Office of the Commander. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Dental Activity, ATTN: DSBJ-CDR, Fort Huachuca, Arizona 85613-7040

//Original Signed By//

HARLAND G. LEWIS, JR.  
Colonel, Dental Corps  
Commanding

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